

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-receptionist-camex-wellness/>

HIRING ORGANIZATION

Camex Wellness Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

DATE POSTED

? March 24, 2026

FRONT DESK RECEPTIONIST – CAMEX WELLNESS

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Job Title: Front Desk Receptionist

Managing front office operations and welcoming visitors in a professional and organized manner.

Organization: Camex Wellness Ltd

Location: India

Employment Type: Full-time, Permanent

Salary: ₹20,000 – ₹25,780 per month

Contact: Email – hr@camexwellness.com | WhatsApp – 75678 55567

About Company

Camex Wellness Ltd is a fast-growing wellness and personal care company serving domestic and international markets. Focused on quality, innovation, and compliance, the company provides a dynamic environment with growth opportunities.

Role Overview

We are seeking a well-presented Front Desk Receptionist to manage reception duties, coordinate communication, and create a welcoming environment for visitors, clients, and candidates.

Key Responsibilities & Role Details

- Greet and welcome visitors, clients, and candidates professionally
- Handle incoming calls, emails, and inquiries; redirect as needed
- Maintain visitor logs and issue passes
- Oversee front desk operations and maintain cleanliness

- Coordinate meetings and appointments with internal departments
- Handle courier, dispatch, and mail
- Assist in administrative and clerical tasks
- Maintain records, files, and office supplies

Eligibility & Skills Required

- Graduate in any discipline
- 1–3 years of experience as a receptionist preferred (freshers can apply)
- Good communication in English, Hindi, and Gujarati preferred
- Presentable personality and professional attitude
- Basic computer knowledge (MS Office, email)
- Strong organizational, multitasking, and customer-service skills

How to Apply

Email: hr@camexwellness.com

WhatsApp: 75678 55567